

# 1890 Facilities Grants Program

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## *FY 2007 Request for Applications*

**APPLICATION DEADLINE:**      **March 14, 2007**



**U.S. Department of Agriculture**



**Cooperative State Research, Education, and Extension Service**

**U. S. DEPARTMENT OF AGRICULTURE**

**COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE;**

**1890 FACILITIES GRANTS PROGRAM**

**INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance (CFDA) under 10.500.

**DATES:** Applications must be received by close of business (COB) on March 14, 2007 (5:00 p.m. Eastern Time). All application submissions must be completed in an electronic format. See more at the following link -

[http://www.csrees.usda.gov/business/other\\_links/egov/csrees/egrants.html](http://www.csrees.usda.gov/business/other_links/egov/csrees/egrants.html). For further instructions on electronic submission requirements, please refer to Part IV of this announcement. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The Cooperative State Research, Education, and Extension Service (CSREES) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program. Such comments will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Comments should be submitted as provided for in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy, Oversight, and Funds Management Staff; Office of Extramural Programs; USDA-CSREES; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFP-OEP@csrees.usda.gov](mailto:RFP-OEP@csrees.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the 1890 Facilities Grant Program RFA.

**EXECUTIVE SUMMARY:** CSREES requests applications for the 1890 Facilities Grant Program for fiscal year (FY) 2007 for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University and West Virginia State University may participate fully in the production of human capital in the food and agricultural sciences.

This RFA identifies the objectives for 1890 Facilities Grant projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for

an 1890 Facilities Grant. CSREES additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### ***A. Legislative Authority and Background***

Pursuant to the authority contained in Section 1447 of the National Agricultural Research, Extension, and Teaching Policy Act (NARETPA) of 1977, as amended (Pub. L. No. 95-113), grants will be awarded under the Facilities Grants Program to the 1890 land-grant institutions, including Tuskegee University and West Virginia State University.

### ***B. Purpose and Priorities***

Facilities awards will be made for the acquisition and improvement of agricultural and food sciences facilities and equipment, including libraries, so that the 1890 land-grant institutions, including Tuskegee University and West Virginia State University may participate fully in the production of human capital in the food and agricultural sciences.

### ***C. Program Area Description***

The Program Code Name for this RFA is the **1890 Facilities Grants Program** and the Program Code is **LS** (LS is the code for “Section 1447 Facilities Grants”)

## **PART II—AWARD INFORMATION**

### ***A. Available Funding***

There is no commitment by USDA to fund any particular application or to make a specific number of awards. Approximately \$16,609,000 will be available to fund applications in FY 2007.

CSREES intends to distribute the FY 2007 Appropriation in the same manner as the FY 2006 Appropriation. CSREES will assess four percent (4%) of the appropriated amount, approximately \$664,369 for Federal Administration, distribute sixty percent (60%) of the balance equally, and distribute the remaining forty percent (40%) based on the formula found in Section 1444 of NAREPTA of 1977, as amended (Pub. L. No. 95-113).

The FY 2006 distribution is as follows: Alabama A&M University, \$882,236; Tuskegee University, \$882,236; University of Arkansas-Pine Bluff, \$830,183; Delaware State University, \$675,930; Florida A&M University, \$837,182; Fort Valley State University, \$920,701; Kentucky State University, \$998,330; Southern University, \$789,859; University of Maryland-Eastern Shore, \$747,351; Lincoln University, \$833,828; Alcorn State University, \$1,014,110; North Carolina A&T State University, \$1,008,859; Langston University, \$871,320; South Carolina State University, \$826,805; Tennessee State University, \$952,541; Prairie View A&M University, \$1,219,607; Virginia State University, \$893,689; and West Virginia State University, \$760,094.

### ***B. Types of Applications***

This RFA is for eligible renewal applicants only. Eligible applicants must submit a renewal application. This is a project application that requests additional funding to continue the project that was approved in an original or amended award.

### ***C. Project Types***

In FY 2007, applicants should request funding for an additional year at the amount for their organization listed in section A, above.

Section 1447 of NARETPA of 1977, as amended (Pub. L. No. 95-113), designates distribution of these funds through FY 2007. Future funding will be strictly subject to new appropriations.

NOTE: Adequate planning for FY 2008 will include preparation of a new Five Year plan in the event that funding is authorized and appropriated for this program.

## **PART III—ELIGIBILITY INFORMATION**

### ***A. Eligible Applicants***

Eligible applicants under this RFA are the 1890 land-grant institutions, including Tuskegee University and West Virginia State University. They are: Alabama A&M University, Tuskegee University, University of Arkansas-Pine Bluff, Delaware State University, Florida A&M University, Fort Valley State University, Kentucky State University, Southern University, University of Maryland-Eastern Shore, Lincoln University, Alcorn State University, North Carolina A&T State University, Langston University, South Carolina State University, Tennessee State University, Prairie View A&M University, Virginia State University, and West Virginia State University.

### ***B. Cost Sharing or Matching***

CSREES does not require matching support for this program and matching resources will not be factored into the review process as evaluation criteria

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### ***A. Address to Request Application Package***

Only electronic applications may be submitted via Grants.gov to CSREES in response to this RFA. All application submissions must be completed in an electronic format. See more information at the following link - <http://www.csrees.usda.gov/funding/fy07changes.html#format>

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Organizational Representative (AOR) to determine if the organization is prepared to submit electronic applications through Grant.gov. If the organization is not prepared, the AOR should see [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) for steps for preparing to submit applications through Grants.gov.

The steps to access application materials are as follows:

- 1) Download and install PureEdge Viewer, a small, free program that provides access to the grant application. See [http://www.grants.gov/resources/download\\_software.jsp#pureedge](http://www.grants.gov/resources/download_software.jsp#pureedge).
- 2) The application package must be obtained via Grants.gov, go to <http://www.grants.gov>, click on “Apply for Grants” in the left-hand column, click on “**Step 1: Download a Grant Application Package and Instructions**,” enter the funding opportunity number **USDA-CSREES-EF47-000425** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “[CSREES Grants.gov Application Guide: A Guide for Preparation and Submission of CSREES Applications via Grants.gov](#).” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms. A helpful resource for frequently asked questions can be found at:  
[http://www.csrees.usda.gov/funding/electronic\\_faq.html](http://www.csrees.usda.gov/funding/electronic_faq.html)

**If assistance is needed to access the application package** (e.g., downloading or navigating PureEdge forms, using PureEdge with a Macintosh computer), refer to resources available on the Grants.gov Web site first (<http://grants.gov/>). Grants.gov assistance is also available as follows:

- Grants.gov customer support  
Toll Free: 1-800-518-4726  
Business Hours: M-F 7:00 am – 9 pm Eastern Standard Time  
Email: [support@grants.gov](mailto:support@grants.gov)

See <http://www.csrees.usda.gov/funding/electronic.html> for additional resources for applying electronically.



## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts V and VI of the document entitled “[A Guide for Preparation and Submission of CSREES Applications via Grants.gov.](#)” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. If there is discrepancy between the two documents, the information contained in this RFA is overriding.

**Note the attachment requirements (e.g., PDF: portable document format) in Part III section 3. of the Guide.**

### 1) R&R Other Project Information Form

- (a) Project Summary/Abstract (Field 6. on the Form). The summary should also include the relevance of the project to the goals of the 1890 Facilities Grants Program.
- (b) Project Narrative (Field 7. on the Form). PLEASE NOTE: The Project Narrative shall not exceed fifteen (**15**) pages of written text and up to five (**5**) additional pages for figures and tables. This maximum, twenty (**20**) pages, has been established to ensure fair and equitable competition. The Project Narrative is the main body of the application and is designed to provide CSREES with an understanding of your institution’s need for undertaking the project and to establish a basis for the financial assistance and must include all of the following:
  - (c) A thorough description of the acquisition, renovation, and/or construction effort(s) being proposed. The effort(s) should be realistic in light of time and funding constraints and available institutional resources. The specific required components are:
  - (d) **Statement of Need** – Briefly describe the factors or circumstances which led to your institution’s need for the specific construction, renovation, and/or acquisition activities being proposed.
  - (e) **Procedures** – Each application must contain a comprehensive, step-by-step description of the proposed design, construction, renovation, and/or acquisition activity. For construction efforts, include gross square feet of space to be built. In addition, provide assignable square feet of space by function: research, teaching, and/or extension. Include a detailed description of the procedures that you plan to use in accomplishing project goals *in the sequence in which you plan to carry them out*.
  - (f) **Timetable** – Provide a milestone chart for accomplishing each facility objective. Provide a chart that sets forth all major phases of the project, with the beginning and ending dates for each milestone. If possible, this should be prepared as a function of time either on a quarterly, semiannual, or annual basis.
  - (g) **Current and Pending Support** – Each application must contain a complete listing of all active (current) projects for the design, construction and renovation of facilities and the acquisition of equipment, furniture and materials and other related allowable costs. The listing must include the name of the project, source of funding (sponsor),

the total amount of funding, and the effective and expiration date(s) of the project(s). As a separate listing submit analogous information for all *proposed* or *pending* projects. **Please note that the project herein should be included as the first item listed in the current and pending support section.**

- (h) **Performance Report** - As an awardee of Federal funds, you are responsible for monitoring the day-to-day project performance to ensure that project goals and performance schedules are met, for containing costs, and for reporting progress to CSREES. An annual performance report is due in CSREES 90 days after completion of the first 12 months of the initial grant award and annually thereafter during the project period. Each report shall cover work performed during the previous 12-month period, including any funded or unfunded time extensions. Because your project is being supported in annual funding increments, the Performance Report is required as part of your annual application and will satisfy this reporting requirement. The performance report should not exceed *three pages* in length and shall include the following information:

A comparison of actual accomplishments with the goals or objectives established for the program during the reporting period, including percentage-of-completion data and a computation of square footage costs for all projects undertaken;

The reason for slippage if approved goals were not met;

Include additional pertinent information including for example, analysis and explanation of cost overruns or unexpectedly high unit costs. Report and explain any favorable or adverse conditions, changes, or situations which are expected to impact the scope, size, cost, or completion schedule for the project, along with a discussion of proposed or actual actions taken by your institution to resolve any problems encountered;

If the proposal represents any change to your approved Five-Year Plan, please provide a description of, and justification for, the change so that records can be updated;

A summary of activities to be undertaken during the next 12-month period;

A listing of architectural, engineering, and construction contracts entered into **during this reporting period only** for each program component in the following format:

<b>Program Component</b>	<b>Name of Contractor</b>	<b>Proposed Amount</b>	<b>Date Approved by CSREES</b>
<b>a.</b>			
<b>b.</b>			
<b>c.</b>			

A detailed breakdown of *all project* costs incurred to date (cumulative), in the following format:

Cost Item	Federal Share	Non-Federal Share (if applicable)

2) Budget Form

Complete Budget Form SF-424C in accordance with the instructions provided therein.

3) CSREES Supplemental Information Form

(a) Program Code (Field 2. on the Form). Enter the Program Code Name (i.e., enter “**1890 Facilities Grants Program**”) and the Program Code (i.e., enter “**LS**”).

(b) Conflict of Interest List (Field 4. on the Form). A conflict of interest list is **not required** under this program. Do not include a conflict of interest list.

### ***C. Submission Dates and Times***

**Instructions for submitting an application are included in Part IV, Section 1.9 of the CSREES Grants.gov Application Guide.**

Applications must be received by Grants.gov by COB on March 14, 2007 (5:00 p.m. Eastern Time). Applications received after this deadline will normally not be considered for funding.

The receipt of all applications will be acknowledged by e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received a confirmation message from CSREES within 30 days of submission of the application, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in a delay in the issuance of an award. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

## ***D. Funding Restrictions***

The obligation and expenditure of funds awarded under these grants are limited to equipment, land, buildings and other related costs which are or will be used in the administration and conduct of approved research, teaching and extension activities. **Funds provided for this program may not be used for the payment of any overhead costs of the eligible institutions.**

CSREES intends to distribute the FY 2007 Appropriation in the same manner as the FY 2006 Appropriation. CSREES will assess four percent (4%) of the appropriated amount, approximately \$664,369 for Federal Administration, distribute sixty percent (60%) of the balance equally, and distribute the remaining forty percent (40%) based on the formula found in Section 1444 of NAREPTA of 1977, as amended (Pub. L. No. 95-113).

Within each institution, the research, teaching and extension programs must each receive at least 20 percent of the annual allocation. The remaining 40 percent may be allocated based on institutional needs for research, teaching, or extension. No more than 60 percent of the total allocation should be directed to research, teaching, or extension. However, if there are unique situations in your institution which warrant a deviation from these guidelines, we will consider requests for reallocation. Such reallocations must be justified by the submission of a situation statement which describes the research, teaching, and extension facilities needs in your institution and how previously available Federal funds were utilized. The situation statement should be inserted into the Project Narrative (paragraph (d) Statement of Need).

## ***E. Other Submission Requirements***

The applicant should follow the submission requirements noted in the document entitled “A Guide for Preparation and Submission of CSREES Applications via Grants.gov.”

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### ***A. General***

Each application will be evaluated in a two part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a panel of CSREES employees familiar with the goals and objectives of the 1890 Facilities Grants Program.

### ***B. Evaluation Criteria***

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA:

Are the reported and anticipated costs allowable, reasonable and necessary?

Is an excessive amount of money allocated to any one particular budget item? If so, is the amount fully justified?

Is the budget consistent with the required formula: 20% Research, 20% Education, 20% Extension, and 40% Institutional Need? If not, is there a satisfactory justification?

Are the objectives realistic or is the institution over-extending its capabilities (i.e. is the combination of Federal and non-Federal funds sufficient to accomplish the proposed project goals)?

Is the time frame realistic for the work proposed?

If the award does not provide sufficient funding to cover the costs of the proposed objectives, will the recipient be able to raise the additional funds within the time frame of the award period to complete the proposed work?

Are the objectives in the proposed application in keeping with the five-year plan and in accord with the work proposed in the previous year?

Does the Performance Report show reasonable progress?

Were the major expenses (A/E, construction, land acquisition, equipment, materials and supplies) in the Performance Report previously approved by CSREES?

### ***C. Organizational Management Information***

Specific management information relating to an applicant shall be submitted on a one-time basis as part of the responsibility determination prior to the award of a grant identified under this RFA,

if such information has not been provided previously under this or another CSREES program. CSREES will provide copies of forms recommended for use in fulfilling these requirements as part of the pre-award process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and non-financial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### ***A. General***

Within the limit of funds available for such purpose, the awarding official of CSREES shall make grants to those responsible, eligible applicants whose applications are judged meritorious under the procedures set forth in this RFA. The date specified by the awarding official of CSREES as the effective date of the grant shall be no later than September 30th of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by CSREES under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

### ***B. Award Notice***

The award document will provide pertinent instructions and information including, at a minimum, the following:

- 1) Legal name and address of performing organization or institution to whom the Administrator has awarded a grant under the terms of this request for applications;
- 2) Title of project;
- 3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- 4) Identifying grant number assigned by the Department;
- 5) Project period, specifying the amount of time the Department intends to support the project without requiring re-competition for funds;
- 6) Total amount of Departmental financial assistance approved by the Administrator during the project period;
- 7) Legal authority(ies) under which the grant is awarded;
- 8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- 9) Applicable award terms and conditions (see <http://www.csrees.usda.gov/business/awards/awardterms.html> to view CSREES award terms and conditions);

- 10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the grant award; and
- 11) Other information or provisions deemed necessary by CSREES to carry out its respective granting activities or to accomplish the purpose of a particular grant.

### ***C. Administrative and National Policy Requirements***

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A--USDA implementation of the Freedom of Information Act.

7 CFR Part 3--USDA regulation regarding debt collection.

7 CFR Part 15, subpart A--USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121--USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015--USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122) and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017--USDA implementation of Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants).

7 CFR Part 3018--USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019--USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.

7 CFR Part 3052--USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Non-profit Organizations.

7 CFR Part 3407--CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.



29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) -- prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq.--Bayh-Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

## **PART VII—AGENCY CONTACTS**

For questions associated with the completion of forms or programmatic issues, applicants and other interested parties are encouraged to contact: Dr. P. S. Benepal, Director, Multicultural Alliances; Science and Education Resources Development; Cooperative State Research, Education, and Extension Service; U.S. Department of Agriculture; STOP 2250; 1400 Independence Avenue, SW, Washington, DC 20250-2250; Telephone: (202) 401-1254; Fax: (202) 720-4924; E-mail: [pbenepal@csrees.usda.gov](mailto:pbenepal@csrees.usda.gov).

## **PART VIII—OTHER INFORMATION**

### ***A. Access to Review Information***

Copies of a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### ***B. Use of Funds; Changes***

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the grant state otherwise, the grantee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of grant funds.

#### **2. Changes in Project Plans**

- (a) The permissible changes by the grantee, PD(s), or other key project personnel in the approved project grant shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the grantee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the authorized departmental officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.
- (b) Changes in approved goals or objectives shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.
- (c) Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the grantee and approved in writing by the ADO prior to effecting such changes.
- (d) Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the grantee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the grant.
- (e) Changes in Project Period: The project period may be extended by CSREES without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project. Any extension of time shall be conditioned upon prior request by the grantee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of a grant.

- (f) **Changes in Approved Budget:** Changes in an approved budget must be requested by the grantee and approved in writing by the ADO prior to instituting such changes if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or grant award.

### ***C. Confidential Aspects of Applications and Awards***

When an application results in a grant, it becomes a part of the record of CSREES transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in a grant will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### ***D. Regulatory Information***

For the reasons set forth in the final Rule-related Notice to 7 CFR Part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### ***E. Definitions***

For the purpose of this program, the following definitions are applicable:

Administrator means the Administrator of the Cooperative State Research, Education, and Extension Service and any other officer or employee of the Department to whom the authority involved is delegated.

Authorized Departmental Officer or awarding official means the Secretary or any employee of the Department who has the authority to issue or modify grant instruments on behalf of the Secretary.

Authorized Organizational Representative means the president, director, chief executive officer, or other designated official of the applicant organization who has the authority to commit the resources of the organization.

Budget period means the interval of time (usually 12 months) into which the project period is divided for budgetary and reporting purposes.

Department or USDA means the United States Department of Agriculture.

Grantee means the organization designated in the award document as the responsible legal entity to which a grant is awarded.

Peer review panel or group means an assembled group of experts or consultants qualified by training and experience in particular scientific or technical fields to give expert advice on the scientific and technical merit of grant applications in those fields. The panel members will evaluate eligible proposals submitted to this program in their personal and professional area(s) of expertise.

Prior approval means written approval evidencing prior consent by an Authorized Departmental Officer (as defined above).

Project means the particular activity within the scope of the program supported by a grant award.

Project Director or PD means the single individual designated by the grantee in the grant application and approved by the Authorized Departmental Officer who is responsible for the direction and management of the project, also known as a Principal Investigator for research activities.

Project period means the total length of time, as stated in the award document and modifications thereto, if any, during which Federal sponsorship begins and ends.

Secretary means the Secretary of Agriculture and any other officer or employee of the Department to whom the authority involved is delegated.

## ***F. CSREES' Grants.gov Implementation Plans***

CSREES is continuing to develop its capacity to exchange proposal and grant data electronically with its grantees through [Grants.gov](http://www.grants.gov) and to process, review, and award proposals and grants electronically.

In Fiscal Year (FY) 2006, CSREES offered an electronic application option for select grant programs and partnered with five institutions to use Grants.gov Apply. CSREES utilized the SF-424 R&R (Research and Related) forms package (see 70 FR 9656, published in the Federal Register on February 28, 2005) along with CSREES Agency-specific forms and instructions to receive the electronic applications. These pilot activities were successful and provided lessons for applicants and CSREES.

As a result, for the FY 2007 (October 1, 2006-September 30, 2007) cycle, CSREES is requiring electronic submission through Grants.gov for some programs while providing a Grants.gov option for others. Please visit <http://www.csrees.usda.gov/funding/fy07changes.html> for information about FY 2007 submission requirements by program. For more information about CSREES' Grants.gov plans, including important announcements, program implementation, and

detailed requirements, see the CSREES' web site, [http://www.csrees.usda.gov/business/other\\_links/egov/egov.html](http://www.csrees.usda.gov/business/other_links/egov/egov.html). The information on these web sites will be updated as appropriate. It is suggested that the sites be visited periodically for important updates.

### ***G. DUNS Number***

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide. A Federal Register notice of final policy issuance (68 FR 38402) requires a DUNS number in every application (i.e., hard copy and electronic) for a grant or cooperative agreement (except applications from individuals) submitted on or after October 1, 2003. Therefore, potential applicants should verify that they have a DUNS number or take the steps needed to obtain one. For information about how to obtain a DUNS number go to <http://www.grants.gov/RequestaDUNS>. Please note that the registration may take up to 14 business days to complete.